

## **CLASSIFICATION: CHILD PROTECTIVE SERVICE WORKER IV**

**Class Code:** 1982-24

**Date Established:** 10-31-05

**Occupational Code:** 7-7-7

**Date of Last Revision:** 08-06-13

**BASIC PURPOSE:** To perform complex and complicated protective service casework in receiving, assessing and investigating reports of alleged abuse/neglect of children in a variety of settings and to develop and monitor clinical plans in compliance with state and federal mandates.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Performs investigations of alleged child abuse, exploitation or neglect; evaluates the risk to the child to remain in the home and initiates remedial action.
- Initiates investigations and assists law enforcement agencies in criminal investigation of child abuse by documenting evidence to support court petitions, preparing clients and witnesses for testifying in court, giving direct testimony, preparing court petitions and court reports, and securing reports from other agencies.
- Carries a specialized or selected caseload of complex cases involving a therapeutic relationship with clients and utilizes diagnostic abilities in order to accurately assess case situations in practice and supervision.
- Develops with families, implements, and monitors plans to remedy abusive or neglectful situations or to assure safety, well-being or to preserve families and provide permanency to children.
- Provides crisis intervention to maintain the family unit or to assure protection of children.
- Prepares, arranges, and manages cases to assure case plan is properly implemented and that court and administrative reviews are completed in a timely manner. Maintains up to date and accurate case records.
- Supervises child in alternate placement and provides services to enable child to return home; makes alternative permanent plans such as adoption and long term foster care if appropriate.
- Transports clients and/or their families to and from visitation and various appointments.
- Recruits, trains and evaluates foster care and adoptive applicants; documents foster family or home compliance with licensing requirements.
- Implements and monitors permanent plans (adoption or long term foster care) for children who can not be returned to family living situation.
- Locates, assesses, licenses and monitors appropriate resources for children in custody.
- Exercises supervision over activities of assigned subordinate Child Protective Service Workers. Functions as a mentor or supervisor of interns.

### **DISTINGUISHING FACTORS:**

**Skill:** Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

**Knowledge:** Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

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**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

**MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with major study in social work, psychology, social psychology, counseling, human services, sociology, cultural anthropology, behavioral science, pastoral counseling or divinity.

**Experience:** Two years' experience as a social worker or professional case manager, preferably in the CPSW profession.

**OR**

**Education:** Bachelor's degree with at least twelve (12) courses or thirty-six (36) credit hours in social work, psychology, social psychology, sociology, cultural anthropology, human services, behavioral science, counseling, pastoral counseling or divinity.

**Experience:** Three years' experience as a social worker or professional case manager preferably in the CPSW profession.

**License/Certification:** Must possess a valid driver's license and/or have access to transportation for use in statewide travel.

**SPECIAL REQUIREMENTS:**

1. For appointment consideration, Child Protective Service Worker IV applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.
2. Must have successfully completed the CPSW Academy and have completed the formal mentoring program if being promoted from a CPSW III or complete the CPSW Academy within twelve months of employment from date of hire as a CPSW IV.
3. Must receive satisfactory performance evaluation, be free of any disciplinary action for at least two years and possess a performance based recommendation from the Supervisor and the CPS Field Administrator.
4. Case records must all be complete and up to date.
5. Must be able to demonstrate leadership skills such as conflict resolution, team building, and motivational skills.
6. Upon completion of the CPSW Academy, must attend 30 hours of in service training annually. In addition, must successfully complete the formal mentoring program.
7. Must be available for non-traditional work hours to meet the needs of client families and children in their homes and other public locations.

**RECOMMENDED WORK TRAITS:** Knowledge of the principles and methods of social work, and availability and use of community resources. Knowledge of involved psychological and environmental problems arising in connection with case work. Ability to exercise good judgment in evaluating situations and in making decisions. Ability to interpret departmental policy, procedures and objectives. Ability to write case histories and related reports. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with representatives of other social agencies, institution officials, the public and clients. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.